

SPECIAL PERMIT SUBMITTAL REQUIREMENTS

NAME OF PROJECT/ACTIVITY:

ADDRESS/LOCATION:

NOTE: An application for a special permit will be considered complete when all required information is included. Incomplete applications may be rejected and returned to the applicant. Re-submittal of rejected applications is subject to the established Planning Commission application deadline dates.

- ☐ Application Form
- ☐ Application Fee
- ☐ Site plan- 24 copies of site plan only, eight full sets to include utility, grading streets, landscape, etc. of special permit
- ☐ One site plan reduced to fit on an 8 1/2" x 11" sheet
- ☐ A digital copy of site plans if available

CERTIFICATES AND STATEMENT

- ☐ Ownership Certificate
This certificate must be prepared by a title company, abstractor or attorney.
If the applicant is different than the owner, the applicant must submit written authorization from the owner granting the applicant permission to apply for the special permit.
- ☐ Letter Indicating Purpose of Application
This statement should include information describing the operation, and any other pertinent operating/and or site development characteristics. In addition, justification for all waivers must be supplied. This statement must address any additional criteria/conditions from L.M.C. Chapter 27.63 relating to the specific special use.
- ☐ Waivers listed and justified within the purpose statement

DATA REQUIRED ON SPECIAL PERMIT SITE PLAN

- ☐ North arrow
- ☐ Drawn to an accurate scale
- ☐ Lot lines with dimensions
- ☐ Legal description
- ☐ All improvements on the site with dimensions including buildings, off-street parking areas, sidewalks, and easements and rights of-way, and the likes
- ☐ All entrances and exits to and from lot
- ☐ Adjacent streets
- ☐ Vegetation and landscaping
- ☐ All pertinent information